



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN**

**DATE: TUESDAY, June 4, 2019**

**TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD**

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Gonyer called the meeting to order at 6:05pm. In attendance were Selectmen, Lisa L. Gonyer; Chairman, James L. Doggett; Vice-Chairman, Matthew A. Burrill, Kate Michaels, Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The public meeting was audio and video taped; the public meeting minutes and a portion of the non-public session minutes were transcribed and typed by Diane M. Morin. A portion of the non-public session minutes were transcribed and typed by Nancy J. Wrigley. Selectman Lawrence B. Foote was excused this evening.

**Nonpublic Session under RSA 91-A:3 II (a) – Compensation, (b) – Hiring Public Employee, (c) – Reputation and (d) – Sale of Real Town Property**

**Selectman Burrill moved to go into non-public session at 6:05pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Burrill moved to close the non-public session at 6:28pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye**

**Selectman Doggett moved to go into non-public session at 6:29pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to close the non-public session at 6:34pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Burrill moved to go into non-public session at 6:35pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to close the non-public session at 7:02pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to go into non-public session at 7:07pm under RSA 91-A: 3 II (c) – Reputation. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to close the non-public session at 7:09pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to go into non-public session at 7:09pm under RSA 91-A: 3 II (d) – Sale of Real Town Property. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to close the non-public session at 7:21pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to go into non-public session at 7:21pm under RSA 91-A: 3 II (b) – Hiring Public Employee. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to close the non-public session at 7:35pm. Seconded by Selectman Michaels with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved to go into non-public session under RSA 91-A:3 II (c) – Reputation at 7:35pm. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Burrill moved to close the non-public session at 8:33pm. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye, Michaels – aye.**

**Selectman Doggett moved that the Board just came out of non-public sessions under RSA 91-A: 3 II (a) - (d) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Seconded by Selectman Burrill with a unanimous vote.**

**II. Scheduled Business**

**A. Central Fire Station Market Analysis**

Ms. Carla Bailey from Coco Early Realtors addressed the Board and reviewed the market analysis she provided for the Central Fire Station. Chairman Gonyer stated that the property had a very specific purpose and asked Ms. Bailey if she still believes the recommended market price is accurate. Ms. Bailey responded that yes, it is in line with other properties in the area. The price is lower because the other comparison properties had a large building and/or land.

Chairman Gonyer asked Ms. Bailey how long she has been in the Real Estate business and providing market analysis. Ms. Bailey stated 22 years and is licensed in both NH and Mass.

Selectman Doggett stated that the property is not located on a major roadway such as route 125 and did she take that into consideration. Ms. Bailey stated that she did and lowered the property value accordingly. She foresees the property being used by a business such as car dealer needing to store vehicles.

Selectman Doggett stated that the commission might exceed the Town's bid policy if sold for the market analysis. Chairman Gonyer stated that Secretary Morin reached out to several Brokers but only received 1 response for Ms. Bailey. Therefore, due diligence was done. Ms. Bailey stated that the commission was lowered because the property belongs to a municipality.

Selectman Burrill asked Ms. Bailey how she will market the property. Ms. Bailey stated that there are many types of businesses that can make use of the property. She has channels to such types of businesses that she would target.

Selectman Burrill asked Ms. Bailey if there was anything the Town should do to make it more appealing. Ms. Bailey stated that an open house could be held.

Chairman Gonyer cautioned the Board on speaking about the property so not to negatively affect the selling price.

Ms. Bailey confirmed that the commission is paid at the closing and that the contract is for a minimum of 6 months. Ms. Bailey will provide feedback through out the whole process to the Board. And will advise if the price needs to be adjusted.

The Board agreed to review an agreement with Coco Early Realtors. Ms. Bailey will send to Secretary Morin the proposed agreement for the Board to review at their June 18, 2019 meeting.

## **B. Transfer Station**

### **a. Quotes for used tractors**

Transfer Station Manager (TSM) Pete Gagnon addressed the Board and reviewed the available used tractors. Chairman Gonyer asked what "WAR:01" on the MB Quote. TSM Gagnon will enquire what it means. TSM Gagnon stated that warranties on used tractors is not the norm. He has looked at 2 of the tractors and drove one of them.

TSM Gagnon is recommending the John Deere 310J with an asking price of \$35,000.00 from a private owner and is the one he tested. It will meet or exceed the needs for the Transfer Station. With the money saved, he will be able to purchase options.

Selectman Doggett would like to have a mechanic look the tractor over. Chairman Gonyer stated that a mechanic can tell you what is working but cannot tell if something will break the next day.

**Selectman Doggett moved to authorize Transfer Station Manager Gagnon to purchase the John Deere 310J used tractor as presented. Seconded for discussion by Selectman Burrill.**

Selectman Burrill recommends that TSM Gagnon go back to the seller and negotiate the best deal for the Town. Selectman Doggett stated that the tractor should have a title. Chairman Gonyer stated that we would want any maintenance records as well.

**The motion passed with a unanimous vote.**

Selectman Burrill stated that if TSM Gagnon needs a quick answer, to contact Town Administrator Wrigley who will ask the Board to hold a brief meeting.

### **C. Fire/Rescue Station**

#### **b. Sprinkler system update**

Selectman Burrill stated that a meeting was held on Friday, May 31, 2019 with all the stakeholders. He asked the group if the August 31, 2019 deadline for the sprinkler system was set by the Fire Marshall. He was told that the Fire Marshall did not set a date. Selectman Burrill stated that Jeff Murphy from SFC Engineering summarized what was needed to be in compliance and anticipated having it done by August 31, 2019. He sent the report to the Fire Marshall who concurred with his findings.

Another meeting will be held on June 5, 2019 to complete the plans for the sprinkler system. Those plans will be sent to the Fire Marshall for review. Once approved the project will be underway and parts will then be ordered. Should the anticipated date, August 31, 2019, be delayed the Fire Marshall will be kept informed by Jeff Murphy.

Chairman Gonyer asked if an itemized list of parts will be available once the plans are finalized. Selectman Burrill stated that Construction Manager Pivero will provide the list when available. The Board will need to be kept abreast of what funds are left in the Bond.

#### **c. Building Inspector report**

Selectman Burrill stated that Building Inspector Nadeau agrees with the former Building Inspector and does not see any other issues except with the sprinkler system.

Selectman Burrill left the meeting at 9:24pm.

#### **D. Cleanup of station**

Secretary Morin stated that there are still items in the Central Fire Station that need to be removed. She spoke with Chief Alcadinho and he will put together a work detail to move what is needed by the Fire Department. She also sent an email to the Fire Association, James Ryan, and the EMD Director asking them to remove any items belonging to them.

She stated that there are some chairs that will be moved to the Town Hall and a refrigerator to the Transfer Station. Secretary Morin asked the Board's permission to use the Fire Department pickup truck to move the items. Chairman Gonyer stated that seeing it was used by Fire Department in the old fire station, that they should move it. Using the pickup would be appropriate use of the vehicle. Chairman Gonyer stated that the Fire Department and Fire Association are responsible for cleaning out the building.

The Board would like the Transfer Station Manager to expand on where the monthly fees are coming in from.

**E. Employee Evaluations – Fire Department extension to November 1<sup>st</sup>**  
**Selectman Doggett moved to extend the employee evaluations deadline for the Fire Department to November 1, 2019. Seconded by Selectman Michaels with a unanimous vote.**

#### **F. Review RFP IT Support**

Secretary Morin stated that she reached out via email and phone for a request for proposal for IT Support to several companies. She received 1 response from RMON Networks the current IT provider for the Town. Selectman Doggett asked if the Police Department was included in the RFP. Secretary Morin stated that it was.

Secretary Morin stated that one of the requirements from the Police Department was that the chosen provider have CJIS (Criminal Justice Information Services) certification which RMON does. Chairman Gonyer stated that RMON is fully qualified to provide IT Support to the Police and Fire Departments, Transfer Station and Town Hall. Town Administrator Wrigley stated that employees have had a good experience with RMON.

Secretary Morin stated that in the contract, Town Administrator Wrigley is listed as the authorizing agent for the Town to sign the contract. The Board would like to change the signature to be the Chairman.

Selectman Doggett asked what the duration of the contract is for. Secretary Morin stated it is for 18 months. This will bring the contract renewal to be based on a calendar year. The contract has an escape clause should the Town want to terminate the contract.

**Selectman Doggett moved to authorize the Chairman to sign the amended IT Contract for RMON Networks. Seconded by Selectman Michaels with a unanimous vote.**

**G. Warrant for unlicensed dogs**

**Selectman Doggett moved to sign the warrant in accordance with RSA 466:14, from the Town Clerk to authorize the Animal Control Office and/or Police Department to issue civil forfeiture notices to owners of unlicensed dogs. Seconded by Selectman Michaels with a unanimous vote.**

**III. Sign Manifests, Requisitions, Correspondence and Appointments**

➤ **Appointments**

**Selectman Doggett moved to recommend to the State Forest Fire Ranger the appointment of William E. Ingalls to the position of Forest Fire Warden. To further recommend the appointments of Chief John Alcaidinho, Richard Dupre, Jeffrey Gersback and Skip Merriam as a Deputy Forest Fire Warden. To further recommend Ralph Estabrook and Robert Zalenski as Issuing Agents. All the above recommendations to a 3-year term to expire in May 2022. Seconded by Selectman Michaels with a unanimous vote.**

**Selectman Burrill moved to have the Chairman sign the letter to Denis Nadeau, Building Inspector / Code Enforcement Officer as written. Seconded by Selectman Michaels with a roll call vote: Gonyer – aye, Burrill – aye, Michaels – aye, Doggett – nay.**

➤ **Correspondences**

Duke's General Store is changing ownership and the new owners, ATH Investments LLC, would like to obtain a liquor license. The Board has no objections to the request for a liquor license.

**Selectman Doggett moved to sign a letter to the State Liquor Commission stating that the Board has no objections to ATH Investments LLC obtaining a liquor license for the variety store located at 97 Amesbury Road. Seconded by Selectman Michaels with a unanimous vote.**

➤ **Manifests**

**Selectman Michaels moved to sign vendor manifest dated June 4, 2019 in the amount of \$86,097.66. Seconded for discussion by Selectman Doggett.**

Selectman Doggett stated that there's a check for a non-profit organization that did not go through the warrant process. Chairman Gonyer stated that it is a check for an expense that the Recreation Commission voted on and is similar to the donation made to the Boy Scouts Halloween party. Selectman Doggett stated that at the May 21, 2019 Board of Selectmen meeting this donation was discussed and the motion was rescinded.

**Selectman Michaels amended her motion to sign the vendor manifest dated June 4, 2019 in the amount of \$86,097.66 less \$180.00. Seconded by Selectman Doggett with a unanimous vote.**

Chairman Gonyer would like the Bookkeeper to research if there have been any other payments to non-profit organizations that did not go through the warrant process.

**Selectman Michaels moved to sign Fire/Rescue vendor manifest dated June 4, 2019 in the amount of \$1020.00. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Michaels moved to sign payroll manifest for pay period May 12-25, 2019 with a pay date of May 30, 2019. Seconded by Selectman Doggett with a unanimous vote.**

IV. Approval of Minutes

**Selectmen's non-public and public meeting minutes dated May 21, 2019**

**Selectman Doggett moved to accept the non-public and public meeting minutes dated May 21, 2019 as written. Seconded by Selectman Michaels with a unanimous vote.**

V. Adjourn

**Selectman Doggett moved to adjourn at 9:56pm. Seconded by Chairman Gonyer with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary